



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT**

**VACANCY ANNOUNCEMENT 2023-03**

<b>POSITION TITLE:</b>	Chief Deputy Clerk (Type II)	<b>GRADE/SALARY RANGE*:</b> JSP 14-16 (\$130,790 - \$195,000)
<b>DUTY STATION:</b>	To be determined upon hire (Bridgeport, New Haven or Hartford)	
<b>POSITION TYPE:</b>	Full-time regular (FTR), Excepted Service	<b>AREA OF CONSIDERATION:</b> All qualified applicants.
<b>NUMBER OF POSITIONS:</b>	One (1)	
<b>OPENING DATE:</b>	July 18, 2023	<b>CLOSING DATE:</b> Open until filled, with preference given to applications received on or before August 18, 2023.

*\*Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience. Non-competitive promotions to the next grade level (up to JSP 16) are possible after one (1) year of service at the next lowest grade.*

**ABOUT THE COURT**

The United States Bankruptcy Court for the District of Connecticut is comprised of three full-time United States Bankruptcy Judges, six Chambers' staff (judges' law clerks), and approximately twenty Clerk's Office full-time employees located throughout three divisional seats of court.

**POSITION OVERVIEW**

The Chief Deputy Clerk is a senior-level executive position that reports to the Clerk of Court ("Clerk"), serves as second-in-command to the Clerk, and has regular interaction with federal judges, high-level officials, members of the bar, court staff, and the public.

Under the direction of the Clerk, the Chief Deputy Clerk manages the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy Clerk assists the Clerk in providing management and leadership of all non-judicial functions and activities of the Court including case management, quality control, procurement, finance, budget, human resources, information technology, public relations and communications, training and development, and strategic planning.

The position requires an individual with the experience and leadership skills necessary to anticipate and resolve administrative and operational challenges with confidence and efficiency. The Chief Deputy Clerk is the Clerk's primary advisor and is expected to implement the Clerk's vision, goals and objectives. This position operates with a high degree of autonomy and is critical to overall management, planning, and decision-making within the Clerk's Office. In the absence of the Clerk, the Chief Deputy Clerk assumes the duties and responsibilities of the Clerk.

The duty station will be one of the District's three seats of court: Bridgeport, Hartford, or New Haven, Connecticut. Regular, weekly travel among the geographical divisions is required. The Chief Deputy Clerk will interact with judges and staff, identify issues, and oversee work processes and work product. Limited situational telework may be available per policy at the discretion of the Clerk.

## **DUTIES AND RESPONSIBILITIES**

### **Executive Leadership**

- Serve as the primary advisor to the Clerk and in an advisory capacity to the Chief Bankruptcy Judge.
- Assist the Clerk to perform or oversee annual self-assessments to ensure compliance with Judiciary policies and procedures, internal controls, and generally accepted accounting principles.
- Oversee preparations and support for cyclical audits of the Court.
- Prepare documents responding to assessment and audit findings and develop written recommendations for changes.
- Review vouchers for propriety of payment and proper classification of funds disbursed, ensuring internal controls are followed.
- Develop, implement, and continually improve managerial techniques, systems, methods, programs, and procedures regarding administrative services performed by the Clerk's Office.
- Assist with developing and executing strategic and long-range plans of the Clerk's Office and the Court.
- Participate in financial decision making and perform cost-effectiveness studies and cost-benefit analyses.
- Assist with development and monitoring of annual spending plan, budget allocations, and status of funds.
- Serve as certifying officer for payroll and dispersal of funds including payments of appropriated funds, under the direction of the Clerk.
- Collaborate with IT staff to increase the Court's operating effectiveness using technology; assist in planning for future technology needs; and coordinate plans with anticipated workload and customer needs.
- Effectuate policies and priorities established by the Clerk; Propose, develop, communicate, and evaluate policies, procedures, and objectives to enhance the effectiveness and productivity of the entire organization; interpret and apply appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policy and local internal controls.

- Oversee emergency response and continuity of operations planning (COOP) and implementation.
- Develop effective relationships with judges and with appropriate individuals at the Administrative Office of the U.S. Courts, Second Circuit, other Federal courts and court units, government agencies, federal law enforcement, and the public.
- Prepare correspondence, memoranda, and user-defined reports.
- Manage complex, special projects; serve on local committees; and perform other duties, as assigned.

#### Management and Supervisory Functions

- Oversee the business of the Court, including processing of cases, statistical reporting, and case management, and serving as a custodian of official Court records.
- Establish and adjust long range schedules, priorities and deadlines for completion of work assignments, and coordinates work schedules among subordinate units.
- Direct, train, mentor, and evaluate supervisory and professional staff, including establishing standards, assigning work, evaluating performance, and handling disciplinary actions.
- Develop, implement, and oversee effective training for Clerk's Office case administration and courtroom staff – including but not limited to development and maintenance of procedures manuals, standard operating procedures and protocols, and effective training sessions.
- Select or recommend the selection of subordinate supervisors.
- Recommend personnel action concerning subordinate supervisors and evaluate their performance.
- Maintain accurate employee documentation, statistics, and records of direct subordinates.
- Conduct staff meetings, provide direction, supply relevant information, and delegate work and projects fairly and consistently.
- Communicate with and advise supervisors, managers, and the Clerk on applicable administrative matters, procedures, and practices.
- Identify and/or recognize administrative areas needing improvement. Design and develop effective solutions to problems and manage appropriate procedures for accomplishing defined goals.
- In coordination with the Human Resources staff, oversee employee performance management program and develop human resources policies, procedures, and standards.
- Oversee and monitor grievance and adverse action processes and procedures according to policy.
- Ensure timely communication of fair employment practices and EDR information. Serve as an EDR coordinator, if appointed.

## MINIMUM REQUIREMENTS/QUALIFICATIONS

- Applicants must be United States citizens or meet the [exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States](#).
- A bachelor's degree from an accredited college or university is required and a law degree is preferred.
- **General experience.** A minimum of four (4) years of progressively responsible administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain:
  - a general knowledge of management practices and administrative processes,
  - skill in dealing with others in person-to-person work relationships, and
  - the ability to exercise mature judgment.
- **Specialized experience.** In addition to four years of general experience above, also required is a minimum of four (4) years of specialized experience in supervisory, managerial, or professional work that provided a thorough knowledge of the basic concepts, principles, policies, and theories of management, preferably in judicial administration or operations of a federal or state court. Work history must demonstrate at least four years of substantial management responsibility at an executive level. Either public service or private industry experience is acceptable.
  - Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience.
  - Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field — or completion of a Juris Doctor (JD) degree — may be substituted for two years of specialized experience.
- In addition, the successful candidate must possess excellent oral and written communication skills; excellent judgment; strong analytical, interpersonal, problem solving, conflict resolution, and organizational leadership skills; maintain a professional demeanor at all times; be highly motivated and organized; and able to successfully balance the demands of varying workload responsibilities and deadlines.

## PREFERRED QUALIFICATIONS

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate any of the following:

- A graduate degree in public or business administration, court administration or law.
- A Juris Doctor from an accredited law school, preferably with coursework or clerkships in bankruptcy.
- Work experience managing an office that employs a moderate staff to process high volume filings or caseload.
- Work experience with a law office or agency that specializes in bankruptcy law.

- Knowledge and understanding of national and local bankruptcy rules and related procedures.

## **CONDITIONS OF EMPLOYMENT**

- The Chief Deputy Clerk position is a highly sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten-year, full field Office of Personnel Management background investigation. Investigative updates are required every five years. Unsatisfactory results may result in termination of employment. Employment and retention in the position will be contingent upon a favorable employment suitability determination.
- Judiciary employees are required to follow a code of conduct that may be found at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

## **INFORMATION FOR APPLICANTS**

As part of the Judicial Branch of the United States government, employees of the Court are appointed in the excepted service and considered “at-will” employees not included in the Federal government’s civil service classifications and regulations, and can be terminated with or without cause by the Court.

## **BENEFITS**

Employees of the United States Courts are eligible for, but not limited to, the following employment benefits:

11 paid holidays per year • Paid sick leave in the amount of 13 days per year • Accrual of annual leave (paid personal days off) (13 days per year for the first three years of federal civil service; 20 days after three years of federal civil service; and 26 days after fifteen years of federal civil service) • Retirement benefits under the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Health benefits under the Federal Employees’ Health Benefits Program (FEHB) • Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP) • Life insurance benefits under the Federal Employees’ Group Life Insurance Program (FEGLI) • Long Term Care Insurance option • Pre-tax Flexible Spending Account options for health care, dependent care, and commuter expenses • Employee Assistance Program (EAP)/Work Life Services. For additional information regarding benefits, please visit <https://www.uscourts.gov/careers/benefits>.

## HOW TO APPLY

Complete and prepare the following documents:

- (1) Cover letter, no more than three pages, demonstrating A) why you are interested in this position and what best qualifies you for this position, B) your management style or philosophy, C) your viewpoint on how best to develop a supportive and inclusive team environment, and D) the most significant contribution you have made to your current position.
  - (2) Current resume.
  - (3) List of three professional references, and
  - (4) Completed and signed Application for Federal Judicial Branch Employment (AO-78 available at: <http://www.uscourts.gov/forms/AO078.pdf>.
- Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. When completing the Application Form AO-78, applicants are required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable, and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination.
  - All information provided by applicants is subject to verification and background investigation. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after date of hire.
  - **If your application materials do not provide all information requested, or if your packet is otherwise incomplete, your application submission will not be considered for this position.**

Once completed, e-mail the entire package **in one consolidated PDF to:** [employment@ctb.uscourts.gov](mailto:employment@ctb.uscourts.gov) with the Subject Line: **Job Vacancy # 2023-03, Chief Deputy Clerk**. The Clerk of Court will screen all applications, and the best qualified applicants will be invited for an interview. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The United States Bankruptcy Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the local human resources representative by email at [employment@ctb.uscourts.gov](mailto:employment@ctb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

The United States Bankruptcy Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND VALUES DIVERSITY, EQUITY, AND INCLUSION.**